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From MCEA-SS

Subj IMC 2, C2, USMEPCOM Regulation 25-3, Managing Automated Data Processing (ADP) Resources, 17 August 1998

To HQ USMEPCOM Directors and Special Staff Officers  
Sector and MEPS Commanders

**1. Purpose.** This interim message change (IMC) officially adds a requirement for the Western Sector and MEPSs copier managers to submit a quarterly report. It also establishes USMEPCOM Form 25-3-3-R-E (Quarterly Copier Cost and Production Report).

**2. New and/or changed material.** The new and/or changed material has been annotated by the underscore/strikethrough method. (This IMC was not edited; the proponent is solely responsible for its content.) File this IMC transmittal page in front of the publication until it is superseded or rescinded. Remove and/or insert the page(s) from/to C2, USMEPCOM Regulation 25-3, 17 August 1998, as follows:

<b>Remove pages</b>	<b>Insert pages</b>
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**3. Implementation.** This IMC is released for implementation on the effective date shown above.

**4. USMEPCOM Electronic Pubs/Forms Library.** The IMC transmittal message page, its page changes, and the new form will be uploaded to the USMEPCOM Intranet (MEPNET) (<https://mepnet.mepcom.army.mil>) within 72 hours after initial distribution via the Command Message System. Document names are:

25-3ri2M for the transmittal message.  
25-3ri2 for the page changes.  
25-3-3-R-E for the new form.

**5. Comments/suggested improvements.** Users may submit comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum through their chain of command to the point of contact (POC) in paragraph 6a.

**6. POCs.**

a. The POC for the content of this IMC is Ms. Hovey at DSN 792-3680 ext. 7740 or commercial (847) 688-3680, ext. 7740, or e-mail [dhovey@mepcom.army.mil](mailto:dhovey@mepcom.army.mil).

b. The POC for electronic distribution of USMEPCOM publications and forms is SGT Damewood at DSN 792-3680 ext. 7703, commercial (847) 688-3680 ext. 7703, or e-mail [Edamewoo@mepcom.army.mil](mailto:Edamewoo@mepcom.army.mil).

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**Appendixes**

- A.** References
- B.** Internal Management Control Review Checklist (rescinded)
- C.** Information Mission Elements Need Statement (IMENS)
- D.** Microcomputer Preventive Maintenance
- E.** Abbreviations to be Utilized for ADP Inventory
- F.** Management Control Evaluation Checklist - Director and Deputy Director
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**Glossary**

## **Chapter 5**

### **Support Services/Records Management**

#### **5-1. Records Management Program**

The Records Management Program, called Support Services in this Command, is a division of the Information Management Directorate. It is governed by the Federal Records Act of 1950, as amended. Other laws which govern the program are the Freedom of Information Act (Section 552) (Title 5, United States Code), the Privacy Act of 1974 (5 USC 552a), as amended, Paperwork Reduction Act of 1980, and the Computer Matching and Privacy Protection Act of 1988 (Public Law 100-503).

**5-2. Support Services functions.** The Support Services Division provides support to end-users in the areas of files, forms, copiers, correspondence, publications, office symbols, printing, editing, Freedom of Information Act, Privacy Act, and terminology, abbreviations and brevity code management. The Management Control Evaluation Checklist for Support Services Division is at appendix J.

#### **5-3. Quarterly copier reports**

Western Sector and MEPSs copier managers will send a quarterly report to HQ USMEPCOM, ATTN: Command Copier Manager, not later than 15 days after the ending day of each fiscal quarter. Copier managers will submit their reports on USMEPCOM Form 25-3-3-R-E (Quarterly Copier Cost and Production Report). These reports are vital in the day-to-day monitoring of the command copier program and are used in the evaluation process of copier replacement, to verify copier volume requirements, justify copier accessories, determine the cost/operational effectiveness of the existing machine, and update the command copier inventory reports. USMEPCOM Form 25-3-3-R-E is available on the USMEPCOM Intranet (MEPNET), <https://mepnet.mepcom.army.mil>.